



# STAFF DEVELOPMENT COMMITTEE

## AGENDA

10/10/2016 / 2:30-4:30PM / Rm. 2410

### LPC Mission Statement

Las Positas College is an inclusive learning-centered institution providing educational opportunities and support for completion of students' transfer, degree, basic skills, career-technical, and retraining goals.

### LPC Planning Priorities

- ❖ Establish regular and ongoing processes to implement best practices to meet ACCJC standards.
- ❖ Provide necessary institutional support for curriculum development and maintenance.
- ❖ Develop processes to facilitate ongoing meaningful assessment of SLOs and integrate assessment of SLOs into college processes.
- ❖ Expand tutoring services to meet demand and support student success in Basic Skills, CTE, and Transfer courses.

### Meeting Name

#### Members:

**Chair:** Greg Daubenmire/Howard Blumenfeld

**A&H:** Maureen O'Herin

**CATSS:** Ernie Jones/Robin Roy

**MSEPS:** Howard Blumenfeld,  
Greg Daubenmire

**BHAWK:** Patricia Stokke

**Stud.Serv.Faculty:** Gabriela Discua,  
Brian Owyong

**CLASSIFIED:** Tim Druley, Frances DeNisco, Bill Eddy, Carolyn Scott, Ana Del Aguila

**PART-TIME FACULTY:** TBA

**ASLPC REP.:** TBA

### Agenda Item

### Presenter

#### 1. GENERAL BUSINESS

##### 1.1 Call to Order/Quorum

**The meeting was called to order at 2:30 PM**

Chair

Chair

##### 1.2 Review and Approval of Agenda

Chair Chair

##### 1.3 Review and Approval of Minutes

**Both the minutes and agenda were approved.**

Chair Chair

#### 2. (Old Business)

##### a. Conference "Write-Up" Requirement (website)

**The Conference subpage of the Staff Development Website clearly spells out the need for conference attendees seeking Professional Development Funds to write up a report explaining the value of the conference to them and the institution, as well as any follow-up plans. Any conference claims submitted without a written report filed will be returned to the sender.**

#### 3. (Informational Items)

Presenter

##### i. Flex Day for Spring 2017 is Tuesday February 21.

**Dr. Russell wishes to hold a meeting to figure out logistics for Spring 2017 FLEX day planning. The committee felt that, if the district/college decides that it should indeed be a joint event between the two campuses, that the event should be held at either LPC or Chabot, but not at both. Some examples of events that may be of interest to both campuses include grants (like HSI), veterans programs, joint department meetings, personal development, and CERT training.**

##### ii. Adjunct Professor Link (APL) (website)

**Howard will meet with Dr. Russell on Thursday, October 12 to further discuss APL. He will then report out on the meeting at the November Staff Development meeting.**

#### 4. (New Business)

##### a. Mandatory FLEX Day Fall 2016 Survey Results

**There were 88 responses to the survey. The survey results were emailed to all members of the committee. Anyone wishing to see a copy of the survey results may visit <https://www.surveymonkey.com/results/SM-J9V6KGMX/>. The committee will perform a more detailed analysis of the survey results at the November meeting.**

##### b. Planning for Spring 2017 Mandatory FLEX Day

**There was some research done by Berkeley Emeritus Professor (now deceased) Norton Grubb on the long term (longitudinal) effects of Mandatory FLEX Days. There is also a desire for classified staff to have opportunities to both interact with colleagues as well as attend relevant and useful training sessions. The timing of FLEX days is another issue raised by the committee, as some believe the current timing is disruptive to instructors and students.**

##### i. New Mandatory FLEX Day Activity Request Forms (Website)

**Some suggestions were made to improve the Mandatory FLEX Activity Request Form including changing “faculty” to “Presenter/Facilitator or Contact Person.” For the “None of the Above” code it was recommended to add in a description of how the proposed event fits into the educational master plan and strategic goals. Proposals are due to the Staff Development Coordinator by Friday, December 9 at 5:00 PM. These suggested changes have been implemented and updated to the website (see attached).**

##### c. Staff Development Website Restructuring & Updates

**The new features of the Staff Development website were shared with the committee. The response was very positive.**

##### d. Pending Committee Structure Changes

##### i. Formation of Professional Development Advisory Committee (PDAC) and Flexible Calendar Advisory Committee (FLEX) for Fall 2017 (handout)

**Information was given about the proposed committee structure changes. Howard mentioned his meeting with Roanna and**

**Melissa and explained that the committee structures will be revisited in the near future. Stay tuned. In the meantime, Howard has attached a PDF of the proposed changes.**

**e. Variable FLEX Contracts (handout)**

**Howard shared the proposed Variable FLEX contract (see attached) with the committee and explained that the contract is sitting right now with the FA and that a meeting is planned with Roanna and the FA to work out the details of the new Variable FLEX Contract so that we may move forward as a district/campus as soon as possible. More updates to come in November.**

**f. Flexible Calendar Activity Proposal Form (handout)**

**Howard shared the Variable FLEX Activity Proposal form (see attached) which would only be used in the event one proposes a Variable FLEX Activity that does not meet one of the specified Title 5 Ed Code guidelines. In this event, the proposer would submit the form to the Staff Development Committee for review and if accepted, attach the completed form to their documentation for their completed Variable FLEX Contract.**

**g. Individual Flexible Calendar Activity Surveys**

**Individual Variable FLEX Activity surveys are being developed. The survey will be a brief three to four question teleform that presenters can print out, pass out at their event, collect them, and give them to the Staff Development Coordinator for safekeeping and eventual analysis by the Office of Institutional Research and Planning.**

**h. Interactive Calendar & Social Media**

**Tim Druley and Howard are researching an interactive calendar called "TeamUp" (<http://www.teamup.com/>). We intend to use this calendar as a way to record Variable FLEX approved events. Events would be submitted by presenters and would go through a brief administrative approval process before going live in the calendar. Howard also briefly discussed the formation of a Staff Development Facebook Group whereby users can advertise their own events and engage in relevant professional development discussions. Both of these ideas are in development and updates will be given at the November meeting.**

**c. Approval Conference Proposals**

**i. Barbara Zingg - approved**

ii. Cheryl Dolan – **approved**

iii. Angelo Bummer – **approved pending submission of additional paperwork**

d. Approval of Activity(Workshop) funding

i. None

e. Approval of Variable Flex

i. Angela Amaya/Frances Hui/Tina Inzerilla/Kali Rippel - **approved**

5. Good of the Order

**An issue was brought up about how classified professional staff can also attend professional development activities without adversely affecting their pay. For example, a faculty member can engage in approved professional development activities in a one-to-one correspondence with their teaching load on a particular day and not have their pay adversely affected.**

**Another issue that was brought up was that the Staff Development Coordinators may not be receiving a sufficient amount of reassigned time for the amount of work they are doing. The issue of the amount of Staff Development Reassigned Time is a big one because faculty members holding the role of coordinator cannot adequately balance their teaching load with a coordinator load that exceeds the apportioned reassigned time. The amount of reassigned time available for the coordinator is not explicitly protected by the FA, but is at the discretion of the Vice President, Academic Services. The committee mentioned the need to raise awareness about the issue of reassigned time, especially in light of the potential re-branding of this committee.**

6. Adjournment:

Next Regular Meeting: November 14, 2016

Room 2410

Meeting Dates: 15-16 Academic Year

September 12, 2016

October 10, 2016

November 14, 2016

December 12, 2016

February 13, 2017

March 13, 2017

April 10, 2017

May 8, 2017

First Meeting Date: 17-18 Academic Year

September 11, 2017